

# **How to Succeed With Volunteers-In-Parks**

60-Minute Module Series

## **SAFETY MANAGEMENT**

### **Training Guide**

#### **HANDOUTS**

**National Park Service  
Volunteers-In-Parks Program**



## **Guide to Handouts**

- H-1:** Key Concepts
- H-2:** Volunteer Statistics
- H-3:** Actual Park Volunteer Injuries
- H-4:** Job Safety Analysis (JSA) Summary
- H-4(1):** JSA Form
- H-4(2):** Instructions for JSA Form
- H-5:** Handling Volunteer Emergencies

# Key Concepts of Safety Management

**The purpose of safety management is to minimize or eliminate work-related risks for volunteers.**

## Concept 1

**Safety management is essential for all volunteer program managers and supervisors.**

We cannot emphasize this point enough. Volunteer managers and supervisors must accept responsibility for health and safety of their volunteers.

## Concept 2

**All volunteer managers and supervisors must be able to identify and minimize potential safety risks related to volunteer tasks.**

On an on-going basis, identify and evaluate potential risks related to volunteer tasks that may affect the volunteers, the paid staff, or park visitors. Follow NPS safety management policies and procedures and adapt the preventative techniques of job design, screening, training, and supervision to address and minimize those risks. Where appropriate, a job safety analysis must be performed. Consider the personal safety and the safe work habits of each volunteer to be paramount.

## Concept 3

**All volunteer program managers and supervisors need to know how to handle a volunteer injury or emergency situation.**

Where appropriate, volunteer managers, supervisors, and volunteers should be currently certified in First Aid and CPR. Park emergency procedures should be known by all park employees and volunteers. The procedures for handling volunteer injuries are **the same** as those for paid staff.

## Concept 4

**The personal security and safety of volunteers, and of paid staff who work with volunteers, must be paramount.**

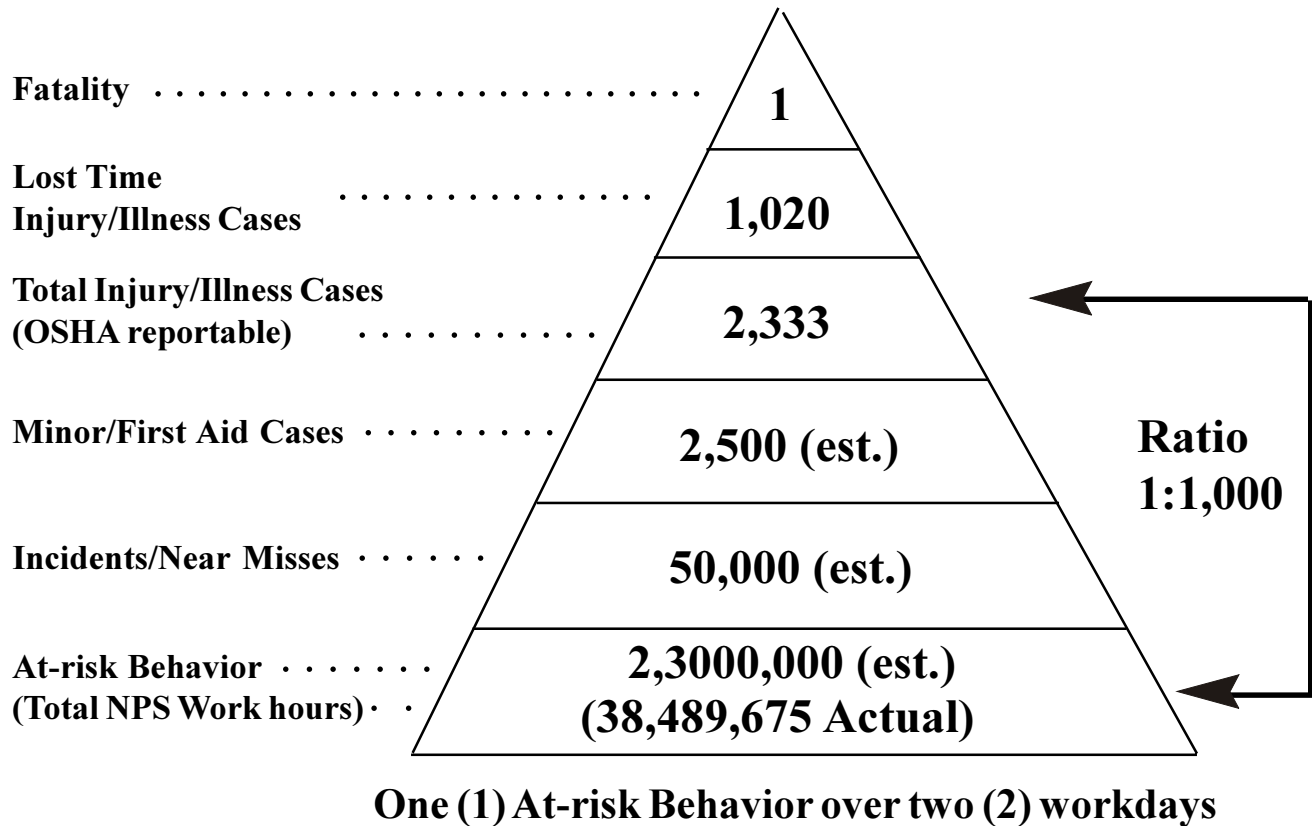
In national parks today, potential personal risks, related to physical and mental violence, are real. The threat may come from the natural environment, or from a co-worker, a park visitor, or even from a volunteer. To minimize risk: design jobs to be safe by careful recruitment and task planning; team up with the right partners to make sure they are trustworthy and compatible; provide appropriate training to improve skills; avoid risk by eliminating potential dangers; report even “minor” incidents so they can be dealt with early.

# **Volunteer Safety Statistics**

Numbers of injuries and money (loss) figures

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## **FY 1999 NPS Safety Incidents**



**The Acts of People Are The Cause of 90-95% of Injuries.**

**75% of Injuries are the Results of Routine Activities**

## **Actual Park Volunteer Injuries**

Include actual injury cases from parks

# Job Safety Analysis (JSA)

## Four basic steps of JSA

1. Selecting the job to be analyzed
  - Prioritize jobs
    - Accident frequency
    - Accident severity
    - Judgement and experience
    - New jobs, non-routine jobs, job changes
  - Prepare job safety analysis worksheet
2. Separate the job into its basic steps
  - Walk around inspection
  - Make list of basic job steps in the operation
3. Identify the hazards associated with each step of the job
  - List the hazards that are possible in each step
    - a. struck against
    - b. struck by
    - c. contact with
    - d. contacted by
    - e. caught in
    - f. caught by
    - g. caught between
    - h. fall – same level
    - i. fall below
    - j. overexertion
4. Controlling each hazard
  - Less hazardous way to do the job
  - Physical conditions
  - Change job procedures
  - Change frequency of performing job
  - Personal protective equipment



# INSTRUCTIONS FOR COMPLETING THE JOB SAFETY ANALYSIS FORM

Job Safety Analysis (JSA) is an important accident prevention tool that works by finding hazards and eliminating or minimizing them before the job is performed, and before they have a chance to become accidents. Use JSA for job clarification and hazard awareness, as a guide in new employee training, for periodic contacts and for retaining of senior employees, as a refresher on jobs which run infrequently, as an accident investigation tool, and for informing employees of specific job hazards and protective measures.

Set priorities for doing JSAs: jobs that have a history of many accidents, jobs that have previously caused disabling injuries, jobs with high potential for disabling injury or death, and new jobs with no accident history.

Select a job to be analyzed. Before filling out this form, consider the following. The purpose of the job—What has to be done? Who has to do it? The activities involved—How is it done? When is it done? Where is it done?

In summary, to complete this form you should consider the purpose of the job, the activities it involves, and the hazards it presents. If you are not familiar with a particular job or operation, interview an employee who is. In addition, observing an employee performing the job, or "walking through" the operation step by step may give additional insight into potential hazards. You may also wish to videotape the job and analyze it. Here's how to do each of the three parts of a Job Safety Analysis:

## SEQUENCE OF BASIC JOB STEPS

Examining a specific job by breaking it down into a series of steps or tasks will enable you to discover potential hazards employees may encounter.

Each job or operation will consist of a set of steps or tasks. For example, the job might be to move a box from a conveyor in the receiving area to a shelf in the storage area. To determine where a step begins or ends, look for a change of activity, change in direction or movement.

Picking up the box from the conveyor and placing it on a handtruck is one step. The next step might be to push the loaded handtruck to the storage area (a change in activity). Moving the boxes from the truck and placing them on the shelf is another step. The final step might be returning the handtruck to the receiving area.

Be sure to list all the steps needed to perform the job. Some steps may not be performed each time. An example could be checking the casters on the handtruck. However, if that step is generally part of the job it should be listed.

## POTENTIAL HAZARDS

A hazard is a potential danger. The purpose of the Job Safety Analysis is to identify ALL hazards—both those produced by the environment or conditions and those connected with the job procedure.

To identify hazards, ask yourself these questions about each step:

Is there a danger of the employee striking against, being struck by, or otherwise making injurious contact with an object?

Can the employee be caught in, by, or between objects?

Is there potential for slipping, tripping, or falling?

Could the employee suffer strains from pushing, pulling, lifting, bending, or twisting?

Is the environment hazardous to safety and/or health (toxic gas, vapor, mist, fumes, dust, heat, or radiation)?

Close observation and knowledge of the job is important. Examine each step carefully to find and identify hazards—the actions, conditions, and possibilities that could lead to an accident. Compiling an accurate and complete list of potential hazards will allow you to develop the recommended safe job procedures needed to prevent accidents.

## RECOMMENDED ACTION OR PROCEDURE

Using the first two columns as a guide, decide what actions or procedures are necessary to eliminate or minimize the hazards that could lead to an accident, injury, or occupational illness.

Begin by trying to: 1) engineer the hazard out; 2) provide guards, safety devices, etc.; 3) provide personal protective equipment; 4) provide job instruction training; 5) maintain good housekeeping; 6) insure good ergonomics (positioning the person in relation to the machine or other elements in such a way as to improve safety).

List the recommended safe operating procedures. Begin with an action word. Say exactly what needs to be done to correct the hazard, such as, "lift using your leg muscles." Avoid general statements such as, "be careful."

List the required or recommended personal protective equipment necessary to perform each step of the job.

Give a recommended action or procedure for each hazard.

Serious hazards should be corrected immediately. The JSA should then be changed to reflect the new conditions.

Finally, review your input on all three columns for accuracy and completeness. Determine if the recommended actions or procedures have been put in place. Re-evaluate the job safety analysis as necessary.

# Handling Volunteer Emergencies

## When an incident occurs:

1. Secure the scene
2. Provide needed medical attention
3. Insure that the incident is thoroughly reviewed and/or investigated as required.  
(check with park staff for procedure)
4. Report the incident (check with park staff for procedure)
5. If medical attention was necessary, complete the appropriate forms  
(including CA1, CA2, CA16 or CA17 as needed) and submit through existing  
park personnel procedures.

## OWCP Forms:

CA1: Federal Employee Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation

**Note: New code for NPS volunteers instituted in 1994: 7147**

CA2: Federal Employee Notice of Occupational Disease and Claim for Compensation

**Note: New code for NPS volunteers instituted in 1994: 7147**

CA16: Authorization for Examination and/or Treatment

CA17: Continuation of Duty